

**SOUTH WHIDBEY FIRE/EMS
REGULAR MEETING
5535 Cameron Road, Freeland, Washington
February 11th, 2016 - 5:30 PM**

In Attendance: *Chairman Simmons, Commissioner Elliot, Chief Palmer*

In Audience: *Chief Moffatt, Paul Busch, Gary Gabelein, Sherrye Wyatt, Evan Thompson*

MINUTES

- I. **Call to Order.** Chairman Simmons Called the meeting to order at 5:33P.M.
- II. **Pledge of Allegiance.**
- III. **Approval of Agenda.** Commissioner Elliot moved to approve the agenda as presented, motion carried.
- IV. **Public Input.** Sherrye Wyatt announced that SWFE's social media presence is growing with now over 1,000 likes on the Facebook page.
- V. **Consent Agenda** - All matters listed within the Consent Agenda have been distributed to each member of South Whidbey Fire/EMS's Board of Commissioners for reading and study. They are considered to be routine, and will be enacted by one motion of the Commissioners with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the Regular Agenda by request.
 - a. Approval of Minutes
 - i. Regular Meeting on January 14th, 2016
 - ii. Special Meeting on January 16th, 2016
 - b. Finance Officer's Reports –
 - c. Monthly Vouchers –
 - i. Payroll- \$85,065.52
 - ii. Accounts Payable- \$129,410.06

Commissioner Elliot moved to approve the consent agenda as presented, motion carried.

- VI. Unfinished Business –
 - a. **Bayview Fire Station Update.** Chief Palmer informed the Board we are still on track for a mid-June building permit. Since a bond will be needed for this building project, Chief Palmer will arrange for some financing workshops for the Board.
- VII. New Business –
 - a. **Policy Amendment – Policy 103, Fiscal Management – amending Section 103.5.10 Audit of Expenditures, and Section 103.5.11 Audit of Expenditures Process. Offered for 1st Reading. Example Documents to be presented for review.** Commissioner Elliot approved the first reading, motion carried.
 - b. **Policy Deletion – Policy 304, Daily Logbook – delete in its entirety.** Commissioner Elliot moved to approve the deletion of Policy 304, motion carried.
 - c. **Policy Amendment – Policy 331, Carrying Weapons On-Duty, amending Section 331.2 Policy. Offered for 1st Reading.** Commissioner Elliot moved to approve the first reading, motion carried.
 - d. **Policy Amendment – Policy 1012, Salary and Benefits – amending Section 1012.1 Employee Salary and Wages, Section 1012.3.3 Vacation Leave, and Section 1012.3.4 Sick Leave. Offered for 1st Reading.** Commissioner Elliot moved to approve first reading, motion carried.
 - e. **Policy Amendment – Policy 1023, Recognition, Commendations, and Meritorious Service, amending the policy in its entirety. Offered for 1st Reading.** Commissioner Elliot moved to approve first reading, motion carried.
 - f. **Resolution 2016-03: Cancel Warrants.** Commissioner Elliot moved to approve Resolution 2016-03, motion carried.

VIII. **Announcements:**

- Awards Banquet, March 12th, 2016.
- NW Leadership Expo is coming up

IX. **Varia:** Commissioner Elliot asked about the progress of the part time firefighter program. Chief Palmer said that we are still on track for a start date in mid-summer. Chief Laughren will chair the committee that was formed to help develop the program and input is due to Chief Palmer by mid- March. There will be an assessment center and top candidates will be presented to the Board.

X. **Executive Session:** None.

XI. **Action taken as result of Executive Session:** N/A.

XII. **Conclude.** Chairman Simmons concluded the meeting at 5:58P.M.

Kay Cope,
District Secretary